

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12633											
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.									
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1399		14. Agency Use			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. U.S. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review		Lead LTT Project Director				GS		0301		14							
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment Department of the Army (DA)						c. Third Subdivision Project Manager for Training Devices											
a. First Subdivision U.S. Army Materiel Command (AMC)						d. Fourth Subdivision											
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)						e. Fifth Subdivision											
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.						a. Typed Name and Title of Immediate Supervisor William A. Rucker, Deputy Project Manager, PM TRADE						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature William A. Rucker						Date 26 APR 02						Signature Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Misc. Admin. & Program Series, GS-0301, Jan 79, TS-34, Jul 99; USOPM AAGG, Aug. 90, TS-98; USOPM Digest of Significant Classification Decisions & Opinions, No. 7, Aug. 85; USOPM GS Leader Grade Evaluation Guide, Jun 98.											
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature James L. Laughlin						Date 30 Apr 02											
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks Position is at the full performance level. This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 -1737): Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver. Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment. BUS: 7777																	
25. Description of Major Duties and Responsibilities (See Attached)																	

Previous Edition Usable

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U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

INTRODUCTION

This position is in the office of the Project Manager for Training Devices (PM TRADE) of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US Army Materiel Command (AMC). PM TRADE is responsible for the concept exploration and definition, development, production, deployment, and life cycle support of training devices and simulators in meeting individual and collective digitized force training needs for the legacy, interim, and objective force. Serves as the AMC Executive Agent for Maneuver Combat Training Center Instrumentation and System Acquisition. Manages the development, acquisition and fielding of: live training instrumentation systems, non-system individual and crew type Training Aides, Devices, Simulations, Simulators (TADSS), Tactical Engagement Simulators (TES), Digital Multi-Purpose Range Complexes (DMPRC), and generic training threat simulators associated with the Combat Training Centers, Home-station and MOUT training facilities (capable of deployment in the live environment and for force-on-force training - associated with Foreign Military Sales (FMS) - supports System PM's and other customers - supports training the digitized force in the live environment). Supports institutional learning/training and Digitization in the live environment. PM TRADE leads, manages, supervises, coordinates and integrates the efforts of three board selected Product Managers (PMs): PM Digitized Training (PM DT), PM Live Training Systems (PM LTS), and PM Combat Training Instrumentation Systems (PM CTIS).

The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organization and four Project Managers.

The purpose of this position is to serve as the Team Leader for the U.S. Army's Live Training Transformation (LTT) Product Line acquisition program and coordinate the activities and actions among separate PM TRADE project teams that cross all three Product Manager offices. This Team Leader will lead the activities of GS-13 Project Directors on numerous programs with a budget in the Program Objective Memorandum (POM) that exceeds \$800M. The overall objective of the position is to bring together a number of separately funded, independently managed programs into a cohesive, affordable, practical solution. The strategy comprises highly technical development projects, some costing in

excess of \$80 million in Research, Development, Testing and Evaluation (RDT&E) and \$150 million in procurement.

MAJOR DUTIES

Serves as the Team Leader for the US Army's Live Training Transformation (LTT) Product Line acquisition program. Influences the activities of GS-13/04 PM TRADE Project Directors with complete responsibility and authority to modernize live training systems across the Army. Plans, directs, reviews, evaluates and coordinates the activities of Project Directors to assure cost-effective technological solutions that meet each project's requirements. Coordinates the activities and actions among separate PM TRADE project teams that cross all three Product Manager offices to ensure that technology solutions are in consonance with LTT goals, products, and long-term perspective. Prepares, maintains and propagates LTT documentation, milestone decision planning, budgetary and financial execution. Interfaces with high-ranking, decision-making, officials both internal and external to STRICOM.

1. LTT Team Leader Responsibilities. Serves as the LTT Team Leader, ensuring implementation of the overarching acquisition strategy that supports LTT. Coordinates, integrates and monitors all acquisition related activities among PM TRADE projects, PM TRADE Product Managers, and the STRICOM Engineering Directorate. Coordinates among Department of Defense (DoD), internal STRICOM Project Managers (PMs), Program Executive Officers (PEOs), external PMs, US Army Training and Support Command (USATSC), HQ Training and Doctrine Command (TRADOC), and end users at O5/O6 and GS-14/15 levels to ensure the LTT strategy meets U.S. Army user requirements and support is sustained.

Advises, coordinates, and leads PM TRADE Project Directors in all activities associated with the programs that comprise LTT. Ensures that the LTT strategic plan, mission and vision are fully communicated to all PM TRADE Project Directors. Assures that the LTT strategies, goals, plans and objectives are incorporated into individual program acquisition strategies.

Coordinates LTT synchronization activities of each project team. Ensures common functions of the LTT key elements (communications, data collection and data analysis, spectrum management, training performance feedback, system support, exercise planning, control and monitoring) are compatible in milestones, time frames and deadlines with each other. Ensures interoperability, cost-effectiveness, reusability, and timely completion.

Prepares overall budgetary estimate for entire LTT strategy based on input of project teams. Oversees the preparation of funding and budgetary reports and attends management reviews. Participates and briefs at Training Council of Colonels and Training Mission Area meetings.

Monitors technical adequacy of approaches to resolve the common function issues and provides guidance, standards, and reuse directives to the PM TRADE Project Directors.

Disperses program information to facilitate leveraging opportunities. Assesses near and long term requirements and technology advances in relation to LTT goals and objectives. Develops and maintains the overarching acquisition strategy, and builds and implements the LTT program plan.

Maintains cognizance of program status. Identifies problem areas and needed changes to individual program plans and initiates corrective action through the individual project teams. Ensures that adequate program management control systems are used to ensure government resources are efficiently and effectively managed.

Serves as the facilitator for the PM TRADE Project Directors to assure team and consensus building activities across PM TRADE. Monitors the work status of the PM TRADE Project Directors to see that instructions provided by either the Product or Deputy Product Manager are adhered to. Assures efforts are consistent with LTT with emphasis on priorities and work methods.

Works with the Deputy Product Managers to assure that the PM TRADE Project Directors are trained to accomplish their tasks, to include, software architecture, tactical Army systems and Objective Force activities.

Communicates to the PM TRADE Project Directors, the LTT objectives and required project synchronization efforts expressed in identifiable, discrete milestones and program performance objectives. Assesses and reports to the PM /DPM TRADE, the progress of LTT programs and adherence to these milestones and objectives.

Identifies, distributes and balances the workloads of the PM TRADE Project Directors, in conjunction with the Deputy Product Managers. Adjusts workload depending upon individual skill sets, program goals and the overall LTT synchronization program.

Assesses the strengths and weaknesses of team members and provide input to the Deputy Product Managers (DPMs) to match team members to LTT programs. Recommends to the DPMs, proposed changes regarding assignment, work efficiency, processes or procedures, and team training needs.

Recommends to the Deputy Product Managers on both individual/team awards and recognition to include both annual performance evaluations and special act awards.

Coaches and serves the PM TRADE Project Directors. Serves as a mentor in the application of problem solving approaches. Advises

on work method improvements and assists the Project directors in identifying LTT synchrization opportunities.

50%

2. LTT Program Documentation, Policies, Procedures and Status Reporting. Prepares program management documentation in support of milestone decision reviews. Formulates and manages a program which integrates all related activities within the LTT area. Chairs milestone working groups responsible for the program estimates and funding requirements, development, production and fielding plans, test documentation, and logistics planning. Coordinates with the milestone review principals, users, and others to achieve consensus on a decision prior to the review to include presentations, on-site meetings, written correspondence, and VTC.

Coordinates major effort among Army stakeholders in explaining the merits and efficiencies involved with LTT strategy incorporating the newest acquisition ideas, such as fielding capabilities rather than products. Makes final recommendation to the Project Manager on controversial technical or programmatic issues.

Oversees the LTT library, which will be based on the Common Training Instrumentation Architecture (CTIA) documentation and Interface Control Documents (ICDs) that impact the Live Training Domain. Propagates LTT policies to all PM TRADE Project Directors and will assure that these policies are kept current. Answers questions by the PM TRADE Project Directors regarding LTT procedures, policies and directives.

Prepares, maintains and distributes reports identifying the progress of LTT highlighting problems with emphasis on cost schedule and performance. Briefs at PM TRADE Quarterly reviews with monthly reports provided to the PM TRADE, DPM TRADE, Product Managers, Deputy Product Managers and the Deputy Director of Engineering to include cost variances, schedule slippages and integration or performance related problems.

Prepares, maintains and propagates LTT policies and procedures both internally and externally to PM TRADE and STRICOM and will be published in technical and programmatic periodicals and for related conferences.

Presents team consensus and conveys team findings to the PM and DPM TRADE on how this information impacts the overall team objectives and products. Recommends to the PM and DPM TRADE, required changes to the LTT implementation plan based on team input.

Reports to the team on a routine basis, both orally and in writing, the status of LTT milestones, readily identifying

threshold variances based on Acquisition Program Baseline (APB) documentation, contractor and user input and independent assessments by the incumbent.

Assures that all PM TRADE projects adhere to the Army's Materiel Release process prior to initial fielding.

Applies quantitative and qualitative methods to identify, assess, analyze and improve team effectiveness, efficiency and assurance to the LTT goals. Employs metrics to include contractor cost schedule and performance reports, test result evaluations, independent analysis performed at the Integrated Development Laboratory and field usage data.

25%

3. Internal and External Coordination. Serves as the PM TRADE Synchronization Point of Contact. Coordinates PM TRADE activities and future requirements both within PM TRADE and externally within STRICOM. Serves as a key member on the PM TRADE technology advisory board which coordinates PM TRADE input to the STRICOM technology base program and advises the PM regarding research investments, risks, and potential benefits.

Coordinates with the STRICOM Deputy Engineering Director, Live Simulation Systems, and team leads on the Best Technical Approaches to meeting future needs. Maintains awareness of technology efforts being conducted by other offices (PM WARSIM, PM CATT, PM ITTS, Army Modeling and Simulation Office [AMSO], National Simulation Center [NSC], etc.) and other services, i.e., JSIMS, Defense Advisory Research Project Agency (DARPA), Program Manager Training Systems (PMTRASYS), and the Defense Modeling and Simulation Office (DMSO).

Identifies opportunities and plans for technology transfer to LTT and other PM TRADE programs. Prepares written correspondence and presents oral briefings to executive and senior-level management officials in the Army. Exchanges information related to technical program areas of network simulation, communications, software and system engineering, and simulation modeling with contractors, program managers, engineering, and military personnel engaged in related program or development activities.

Implements and maintains a comprehensive and effective communications network within STRICOM and the LTT IPT to ensure that relevant LTT information is readily available to the Command as it is required. Synchronizes programmatic efforts with other project teams, PMs and lead engineers responsible for technical integration of assigned STRICOM products.

Maintains awareness in a variety of areas including reuse, software architectures, Army System of Systems block approaches, communications, and networks. Plans for and participates in the

Training Leadership General Officer Steering Committee (TLGOSC), semi-annual Maneuver Combat Training Centers (MCTC) System Integration Review (SIR), Test and Training Enabling Architecture (TENA) and Common Test and Training Range Architecture (CTTRA) reviews, and PM quarterly review to facilitate a live training transformation strategy.

25%

4. Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points

Extensive knowledge of program management, team management; experience with live training domain; and an understanding of MCTC training programs, Observer Controllers (OC) requirements, and the Army homestation training. Essential to the performance of the duties of this position is proven capability in program management and interpersonal communications (written and oral).

Extensive knowledge of the Army's live training domain to include training instrumentation (MCTC, homestation and deployable), tactical engagement simulation, range instrumentation, and urban training instrumentation) and tactical engagement simulation (TES).

Knowledge of current surface, land and air combat systems operations; related training requirements; technical developments in the constructive and virtual training domains; and technical developments in the test instrumentation and analysis domains to ensure comprehensive treatment of requirements in development of simulation and training systems.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

The position is under the general supervision of the Deputy Project Manager (DPM TRADE), who oversees the integration of tasking assignments. Task assignments are made in terms of program objectives and broad policy guidance. Incumbent and supervisor develop a mutually acceptable project plan, which typically includes identification of the work to be done the scope of the project, and deadlines for its completion. Guidance on program features such as technical approaches, schedules, priorities and overall program direction is provided by the Deputy Project Manager through tasking assignments requiring the incumbent to maintain direction and control over assigned activities to assure coordination with related programs. Work is reviewed in terms of overall adherence to Army policy, achievement of objectives and management effectiveness. The incumbent exercises broad authority for technical and program decisions that are not reviewed.

Factor 3 - Guidelines - Level 3-4 - 450 Points

Guidelines include DoD, Joint service committees, Army policies, regulations, specifications, technical manuals and bulletins, manufacturers' catalogs, industry standards and textbooks. Incumbent is presented situations for which these guidelines are usually inadequate, requiring the employee to use judgement and ingenuity in challenging or expanding usual methods when precedents are not applicable. Write internal guidelines regarding Live Training Integration.

Factor 4 - Complexity - Level 4-6 - 450 Points

The LTT effort, with an estimated value in excess of \$800M, brings together a number of separately funded, independently managed programs into a cohesive, affordable, practical solution. The strategy comprises highly technical development projects, some costing in excess of \$80 million Research, Development, Testing and Evaluation (RDT&E) and \$150 million procurement. Incumbent leads the activities of LTT acquisition teams comprised of technical disciplines and develops simulation systems of high dollar value and congressional staffer's interest. Incumbent reviews work covering a variety of complex attributes prepared by project directors, engineering specialists, computer scientists, programmer/analysts, test engineers, and logistics managers. Guidance is provided to individual teams and affect the prioritization of technology base activities. There are at least five different active product line contracts in place at any one time, comprising five different contractors. Incumbent must be knowledgeable of the technical and programmatic scope and status of each product line contract. Incumbent must be very versatile and innovative, and maintain strong interpersonal skills, as he/she will be coordinating the execution of programs that reside in three different product management offices. The complex nature of the work requires sound judgement, as well as innovation in resolving critical problems. Incumbent is expected to successfully influence the execution of programs in extending methods or developing new approaches to solve a variety of novel and complex programmatic or technical problems.

Factor 5 - Scope and Effect - Level 5-4 - 225 Points

The purpose of this position is to serve as lead for the U.S. Army's Live Training Transformation (LTT) Product Line acquisition program and coordinate the activities and actions among separate PM TRADE project teams that cross all three Product Manager offices. Incumbent is to avoid redundancy and develop cost-effective live training simulation environments for training and support combat readiness of forces that leverage common technologies. The employee's work efforts have a significant impact on STRICOM and the entire Army mission.

Factor 6 - Personal Contacts &**Factor 7 - Purpose of Contacts - Level 3d - 280 Points**

Personal contacts are with other program managers, project directors, engineers, scientists, programmer/analysts, logistics managers, officials and managers at STRICOM. U.S. Army Project Executive Officers (PEOs), MCTCs, Forces Command (FORSCOM) and other MACOMs, DARPA, Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT), Office of the Secretary of Defense (OSD), National Simulation Center (NSC), Army Research Laboratory (ARL), Human Resources Lab, and Army Training and Evaluation Command (ATEC). Army, Air Force, Navy, and Joint commands, contractors, and military representatives from foreign entities.

Position requires coordination among Objective Instrumentation Systems (OIS), One-Tactical Engagement Simulation System (OneTESS), Homestation Instrumentation Training System (HITS), Digital Multi-Purpose Range Complex (DMPRC), Army Battlefield Computer System Instrumentation (ABCSI), One-Semi-Automated Forces (OneSAF), NTC Range Communication System (NTC RCS) and other project directors and their program teams. External coordination involves the NSC on the Objective Force Technical Architecture (OFTA), USATSC on Army Training Information Architecture (ATIA); DoD for Test Enabling Architecture (TENA) and JSIMS.

Purpose of Contacts are to exchanges information, coordinate work efforts, review other development efforts, discuss equipment and software interfaces and requirements, resolve questions or problems, address reuse and program planning, and render consultative services. Some contacts require the employee to present technical information to convince other managers and engineers to adopt technical approaches about which they may be skeptical. Incumbent will defend the LTT Product Line acquisition strategy to executive and senior-level executive and management officials (Army general officer, O6, SES). Coordination requires the ability to focus on issues, suggest alternatives and influence courses of action based upon prudent management decisions to justify or settle matters involving significant issues dealing with substantial expenditures.

Factor 8 - Physical Demands - Level 8-1 - 5 Points

The work is primarily sedentary. No special physical demands.

Factor 9 - Work Environment - Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office. Travel is required.